

Division of Environmental Analysis
North & Central Regions

Style Guide for Environmental Documents



April 2002

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Introduction

This document is a guide to help you write and format Caltrans environmental documents, for the purpose of internal and external consistency in the production of these documents. This style guide does not address regulatory issues.

Use this style guide in conjunction with the Word templates for environmental documents (i.e., EA-IS Template.dot, EIS-EIR Template.dot, and EIS-EIR Sequential Template.dot). The templates include “styles” that should be assigned to paragraphs to achieve the appropriate formatting. This document describes the styles and how and when they should be used. To use the template properly, staff who are not familiar with Word templates or styles should contact their supervisor to arrange for training.

Note that Word creates default styles in all templates. The default styles are: Normal, Header 1, Header 2, Header 3, etc. These styles cannot be deleted and should be ignored. Do not apply these styles to your content unless specifically instructed.

The templates are available on your regional share drive and this style guide can be downloaded from Environet at: <<http://trenv.dot.ca.gov>>.

For individuals with sensory disabilities, this document is available in Braille, large print, on audiocassette, or computer disk. To obtain a copy in one of these alternate formats, please call or write to Jeannie Baker, 703 B Street, Marysville CA 95901; (530)741-4498 Voice, or use the California Relay Service TTY number, (530)741-4509.



Chapter 1 Document Format

1.1 Document Cover

The following front cover guidelines are Caltrans preferences. Some room for flexibility in the choice of fonts and graphic elements remains. Do not, however, add to or subtract from any of the required information. If you have a graphics branch in your region, submit your front cover information early, in order to avoid problems that could cause a bottleneck later in the process. The EA/IS and the EIS/EIR templates require the following on the front cover:

- Project title
- Graphic
- Type of document (including Section 4[f] Evaluation, if applicable)
- General location information
- Route designation and distance
- Expense Authorization (EA) number
- Date
- Logos

Each of these is discussed below in detail. See Figure 1-1 for an example of cover layout and Figure 1-2 for a sample front cover.

Project Title

Enter the project title. This field will appear as left-justified, 16-point, bold, Arial text. Ideally it is followed by or incorporated into a project logo line as shown in Figure 1-2.

Graphic

Select a graphic for the cover. Options include: a photograph of the existing route in the project area; a simple map of the project area; or graphic/clip art developed for an Open House or Public Information meeting. Avoid images that are complicated, of poor quality, or associated with sensitive or controversial issues.

[Project Title]

[Graphic]

[Type of Document]
[include 'Final', 'Draft', or 'Administrative Draft', to the type of document as applicable]
[and Section 4(f) Evaluation, if applicable]

[general location information]
[general location information]
[general location information]
[district]-[county code]-[route]-[KP]
([PM])
[EA number]

[Month YEAR]




  

Figure 1-1 Front Cover Layout

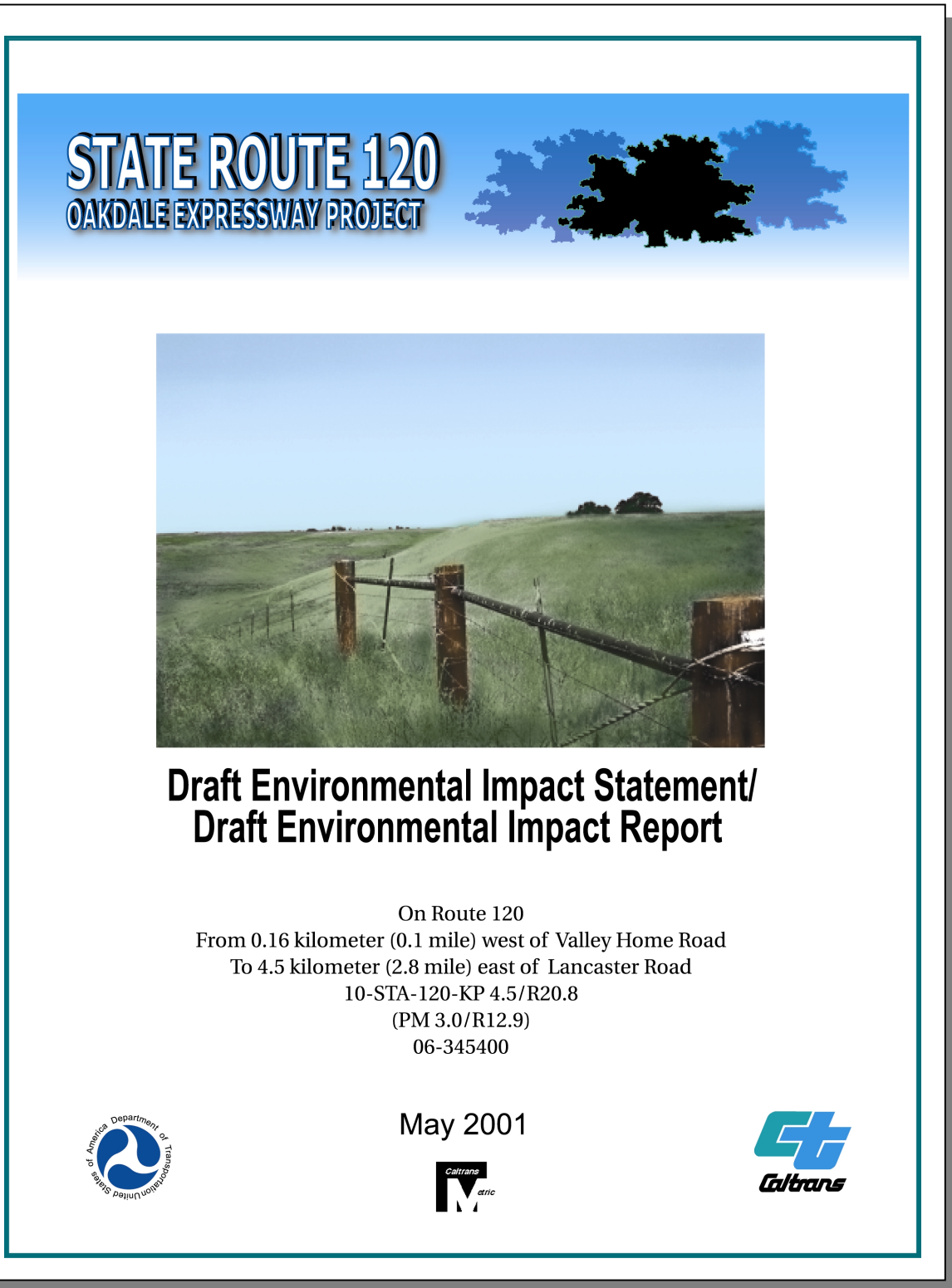


Figure 1-2 Sample Front Cover

Type of Document

Describe the type of environmental document. This field will appear as centered text in 16-point, bold Arial. Some possible document types are:

- Draft Environmental Impact Statement/Draft Environmental Impact Report
- Final Environmental Impact Statement/Final Environmental Impact Report
- Environmental Assessment/Initial Study
- Final Environmental Assessment/Negative Declaration
- Initial Study
- Negative Declaration

Note that with blended documents the NEPA title should be listed first. Also note that draft documents should include the word “Draft” before both the NEPA and CEQA document titles. If the document includes a Section 4(f) Evaluation, the document type must be followed by “...and Section 4(f) Evaluation.”

General Location Information

These three lines should locate the project area relative to other major area roads or area landmarks.

Route Designation and Distance

Enter the route designation and distance in standard Caltrans format: District-County; KP and PM. This text appears as centered, 14-point, Times New Roman.

EA Number

Enter the EA number in standard Caltrans format: District Number - EA Number (e.g., 07-456720). This text appears as centered, 14-point, Times New Roman.

Date

Enter the month (full name, no abbreviations) and four-digit year of public release of the document, without a comma (e.g., March 2001). This text will appear as 16-point Arial, bold.

Logos

Use only the FHWA, Caltrans, and Caltrans Metric logos that are contained in the template. In some cases, the FHWA logo may not be appropriate (e.g., a federal CE attached to a CEQA document). In these cases, click on the FHWA logo to select it, then press the delete key. Use the FHWA logo whenever a federal document type (e.g., Environmental Impact Statement) appears on the cover. The logos of local

entities and cooperating agencies can be included when appropriate. Be sure to obtain an official logo and size it proportionally to the Caltrans and FHWA logos.

Consultant logos should never appear anywhere in Caltrans environmental documents.

Card Stock

Use tan cover stock (65 lb) for draft documents and white cover stock (65 lb) for final documents.

Inside Front Cover

The templates include information to be placed on the inside front cover (Figure 1-3). Provide the missing information appropriate for your document. This text will appear as left-justified, 12-point Times New Roman, with italicized 14-point Arial bold for the headings, and 16-point Arial Black for the title.

An Americans with Disabilities Act statement is also included on this page. The senior environmental planner on the project is the contact person for ADA assistance. The TTY number for each district is listed on the Office of Equal Opportunity site at <<http://onramp.dot.ca.gov/eo/Eostate.html>>.

If a request for an alternate format of a document is received, the senior environmental planner should contact the Caltrans Office of Equal Opportunity for a list of resources. Contact them by phone at (916) 654-5636, or on Caltrans Intranet, California Assistive Services Resource List at <<http://onramp/eo/>>.

1.2 Front Matter

Front matter is defined as all pages of the document that are between the inside front cover and the body text. This includes the following elements in the following order:

- Cover sheet
- Negative Declaration (EA/IS only)
- Summary
- Table of contents
- List of figures
- List of tables
- List of abbreviated terms

General Information About This Document

What's in this document?

This document is a [type of document], which examines the potential environmental impacts of alternatives for the proposed project located in [county name(s)], California. The document describes why the project is being proposed, alternative methods for constructing the project, the existing environment that could be affected by the project, and potential impacts from each of the alternatives.

What should you do?

- Please read this [type of document].
- We welcome your comments. If you have any concerns regarding the proposed project, please attend the Public Information Meeting and/or send your written comments to Caltrans by the deadline. Submit comments via regular mail to Caltrans, Attn: [senior planner's name], [branch], [mailing address]; submit comments via email to [senior planner's email address].
- Submit comments by the deadline: _____.

What happens after this?

After comments are received from the public and reviewing agencies, Caltrans may (1) give environmental approval to the proposed project, (2) undertake additional environmental studies, or (3) abandon the project. If the project were given environmental approval and funding were appropriated, Caltrans could design and construct all or part of the project.

For individuals with sensory disabilities, this document is available in Braille, large print, on audiocassette, or computer disk. To obtain a copy in one of these alternate formats, please call or write to Caltrans, Attn: [senior planner's name], [branch], [mailing address]; [senior planner's phone number] Voice, or use the California Relay Service TTY number, 1(800) 735-2929.

Figure 1-3 Sample of Inside Front Cover

The cover sheet, Negative Declaration, summary, and table of contents each begin on a right-hand (odd-numbered) page; the list of figures, list of tables, and list of abbreviated terms directly follow the table of contents with no “blank” pages in between. Front matter pages are numbered using lowercase roman numerals and italicized, counting the cover sheet as page letter *i*. Blank pages are counted but do not show a page number.

1.2.1 Cover Sheet

The cover sheet should appear as the first right-hand (odd-numbered) page following the front cover. Remember to delete any part of the cover sheet that does not apply to your document.

An EIS/EIR cover sheet includes the following information in Arial font (see Figures 1-4 and 1-5):

- Report number (assigned by FHWA)
- State Clearinghouse (SCH) number
- District number, county code, route number, beginning and ending KP, beginning and ending PM
- EA number
- Short project location description, including post mile
- Type of document (and “Section 4[f] Evaluation,” if applicable)
- CEQA and NEPA statutory reference (and Section 4[f] statutory reference, if applicable)
- Federal, state, and local agencies responsible for submitting the document
- Approval signatures of the Caltrans district director and of the FHWA division administrator
- Name, address, and phone number of the Caltrans senior environmental planner and of the FHWA program delivery team leader
- Abstract
- Comment deadline and name of contact (senior environmental planner)

The abstract should contain no more than 150 words. It should present only general information on the contents of the document and exclude specific information on procedures and numerical data. First give a concise description of the proposed project and the purpose and need for the project. Also include a listing of important social, economic, and environmental impacts expected.

Report Number: FHWA-CA-EIS [year]-[number]-[D = draft/F = final]	SCH Number: [number] [district]-[county code]-[route]-[KP] ([PM]) [EA number]
[project location including post mile]	
[TYPE OF DOCUMENT] [and Section 4(f) Evaluation, if applicable]	
Submitted Pursuant to: (State) Division 13, Public Resources Code (Federal) 42 USC 4332(2)(C) and 49 USC 303 [omit this regulatory reference if no Section 4(f)]	
U.S. DEPARTMENT OF TRANSPORTATION Federal Highway Administration, and THE STATE OF CALIFORNIA Department of Transportation [COOPERATING AGENCY or AGENCIES] [delete any of the above agencies that do not apply to this project]	
Date of Approval	[director's name] Director, District [district number] California Department of Transportation
Date of Approval	Division Administrator Federal Highway Administration
The following persons may be contacted for additional information concerning this document:	
[senior planner's name], Chief [name of branch] California Department of Transportation [street address] [city, state zip code] [senior planner's phone number]	[team leader's name] Team Leader, Project Delivery-[region] Federal Highway Administration US Bank Plaza 980 9 th Street, Suite 400 Sacramento, California 95814 [team leader's phone number]
[abstract of no more than 150 words]	
<u>Abstract</u>	
Comments on this document are due by _____ and should be sent to [senior planner's name] at the above address. [include this line for draft documents only]	
[document name]	

Figure 1-4 EIS/EIR Cover Sheet Layout

<p>Report Number: FHWA-CA-EIS 01-01-D</p>	<p>SCH Number: 1993062082 10-STA-120-KP 4.5 / R20.8 (PM 3.0 / R12.9) 10-345400</p>		
<p>State Route 120 from Post Mile 3.0 to Post Mile R12.9 Near Oakdale, Stanislaus County, California</p> <p>DRAFT ENVIRONMENTAL IMPACT STATEMENT/ DRAFT ENVIRONMENTAL IMPACT REPORT</p> <p>Submitted Pursuant to: (State) Division 13, Public Resources Code (Federal) 42 USC 4332(2)(C)</p> <p>U.S. DEPARTMENT OF TRANSPORTATION Federal Highway Administration, and THE STATE OF CALIFORNIA Department of Transportation</p>			
<p>_____ Date of Approval</p>	<p>_____ Mark Leja Director, District 10 California Department of Transportation</p>		
<p>_____ Date of Approval</p>	<p>_____ Division Administrator Federal Highway Administration</p>		
<p>The following persons may be contacted for additional information concerning this document:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Jennifer H. Verrone, Chief Central Sierra Environmental Analysis Branch California Department of Transportation 3402 N. Blackstone, Suite 201 Fresno, California 93726 (559) 243-8166</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Glenn Clinton Team Leader, Project Delivery-North Federal Highway Administration US Bank Plaza 980 9th Street, Suite 400 Sacramento, California 95814 (916) 498-5041</p> </td> </tr> </table>		<p>Jennifer H. Verrone, Chief Central Sierra Environmental Analysis Branch California Department of Transportation 3402 N. Blackstone, Suite 201 Fresno, California 93726 (559) 243-8166</p>	<p>Glenn Clinton Team Leader, Project Delivery-North Federal Highway Administration US Bank Plaza 980 9th Street, Suite 400 Sacramento, California 95814 (916) 498-5041</p>
<p>Jennifer H. Verrone, Chief Central Sierra Environmental Analysis Branch California Department of Transportation 3402 N. Blackstone, Suite 201 Fresno, California 93726 (559) 243-8166</p>	<p>Glenn Clinton Team Leader, Project Delivery-North Federal Highway Administration US Bank Plaza 980 9th Street, Suite 400 Sacramento, California 95814 (916) 498-5041</p>		
<p><u>Abstract</u></p>			
<p>Caltrans proposes to construct the State Route 120 Oakdale Expressway Project, a two-lane expressway with interchanges, to bypass the city of Oakdale in Stanislaus County. Caltrans will also acquire right-of-way to meet future transportation needs. The purpose of the project is to reduce the congestion on State Route 120, improve safety by reducing the number of accidents, and improve system continuity. Traffic congestion occurs during peak traffic periods on weekends and on weekdays (especially holidays) because of a high volume of recreational travel to Yosemite National Park, the Jamestown and Sonora areas and points east. Five build alternatives and a No Action Alternative are presented. Potential project impacts are described, especially with regard to wetlands, habitat, threatened and endangered species, visual resources, noise, displacement of homes and businesses and changes in land use. However, proper mitigation implemented by Caltrans through ongoing consultation with appropriate agencies would reduce the magnitude of these impacts.</p> <p>Comments on this document are due by _____ and should be sent to Jennifer Verrone at the above address.</p>			
<p>_____ Oakdale Expressway DEIS/DEIR</p>			

Figure 1-5 Sample EIS/EIR Cover Sheet

An EA/IS cover sheet includes the following information in Arial font (see Figures 1-6 and 1-7):

- District number, county code, route number, beginning and ending KP, beginning and ending PM
- EA number
- Short project location description, including post mile
- Type of document (and “Section 4[f] Evaluation,” if applicable)
- CEQA and NEPA regulatory reference (and Section 4[f] regulatory reference, if applicable)
- Federal, state, and local agencies responsible for submitting the document
- Approval signatures of the Caltrans regional division chief (signing of document may be delegated by the division chief to another person) and of the FHWA division administrator

1.2.2 Negative Declaration

The Negative Declaration (ND) is considered a stand-alone document and is relevant to EA/ISs only. It is the first right-hand (odd-numbered) page following the cover sheet. This one-page document has two sections: (1) a brief description of the project and its location, and (2) a determination, stating that the project will not have a significant effect on the environment, followed by a list of supporting reasons (see Figure 1-8).

The term *draft* or *final* should not appear on any ND; the ND is either circulated unsigned (equivalent to *draft*) or signed (equivalent to *final*). The ND is signed by the division chief. An ND is not given a State Clearinghouse (SCH) number until it is signed. Simply omit this prompt in the EA/IS template for the unsigned ND and reenter it for the signed ND.

1.2.3 Summary

The summary is considered a stand-alone document. It should appear as the first right-hand (odd-numbered) page following the cover sheet in an EIS/EIR or following the Negative Declaration in an EA/IS. A map of the project area can be included in the summary when appropriate. This would only be necessary for more complicated projects, involving numerous alternatives.

[district]-[county code]-[route]-[KP]
(PM)
[EA number]

[project location including post mile]

**ENVIRONMENTAL ASSESSMENT/
INITIAL STUDY**
[include 'Final', 'Draft', or 'Administrative Draft', to the type of document as applicable]
[and SECTION 4(f) EVALUATION, if applicable]

Submitted Pursuant to: (State) Division 13, Public Resources Code
(Federal) 42 USC 4332(2)(C) and 49 USC 303 [omit this regulatory reference if no Section 4(f)]

U.S. DEPARTMENT OF TRANSPORTATION
Federal Highway Administration, and
THE STATE OF CALIFORNIA
Department of Transportation
[COOPERATING AGENCY or AGENCIES]
[delete any of the above agencies that do not apply to this project]

Date of Approval

[division chief's name]
Division Chief
[region] Region Environmental Planning
California Department of Transportation

Date of Approval

Division Administrator
Federal Highway Administration

.....
[document name] i

Figure 1-6 EA/IS Cover Sheet Layout

		10-MER-165-KP 18.83/43.29 (PM 11.7/26.9) EA 10-279800
State Route 165 from Post Mile 11.7 to Post Mile 26.9 Near Los Banos, Merced County, California		
ENVIRONMENTAL ASSESSMENT/ INITIAL STUDY		
Submitted Pursuant to: (State) Division 13, Public Resources Code (Federal) 42 USC 4332(2)(C)		
U.S. DEPARTMENT OF TRANSPORTATION Federal Highway Administration, and THE STATE OF CALIFORNIA Department of Transportation		
_____ Date of Approval	_____ Jay Norvell Division Chief Central Region Environmental Planning California Department of Transportation	
_____ Date of Approval	_____ Division Administrator Federal Highway Administration	
_____ <i>Wolfsen Road Rehabilitation</i> i		

Figure 1-7 Sample EA/IS Cover Sheet

SCH Number: [enter number]
[district]-[county code]-[route]-[KP]
([PM])

Negative Declaration

Pursuant to: Division 13, Public Resources Code

Project Description

The California Department of Transportation (Caltrans) proposes to [project description and location].

Determination

Caltrans has prepared an Initial Study, and determines from this study that the proposed project would not have a significant effect on the environment for the following reasons:

- [enter reasons in bullet list]

[division chief's name]
Division Chief
[region] Region Environmental Planning
California Department of Transportation

Date

.....
[document name]

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Figure 1-8 Negative Declaration Layout

Describe accurately and concisely the contents of the document. Avoid jargon. The summary is the only part of the document that many people will read, so make an extra effort to make it easy to read and understand, using less scientific and less complicated language. Keep it short. The summary should never exceed 15 pages, and in most cases should be less than 10. For instance, if you have a document that is 40 pages long, you don't need a 15-page summary. You can probably get it into less than five.

1.2.4 Table of Contents

When a document exceeds 10 pages, a table of contents must be included; for documents under 10 pages, simply delete this section from your document. The table of contents should list the cover sheet, summary, table of contents, list of figures, list of tables, list of abbreviated terms, chapter and section headings, index, and appendices. Chapter and section headings are assigned the following styles: Document Publishing (DP) Title 1 (chapter heading), DP Title 2 (second order heading), and DP Title 3 (third order heading). DP Title 4 (fourth order heading) and all further subheadings should not appear in the table of contents.

The table of contents is automatically generated from the styles in the template. You must simply right click on the table (in the grayed-in area, called a field), and then select "Update Field." You may choose to update page numbers only or to update the entire field. You will usually want to update the entire field. Do not type anything manually into the table of contents; it will be lost each time you update.

1.2.5 List of Figures

Include a list of figures for all documents with five or more figures. Do not include figures that appear in the summary or in the appendices. The list of figures is automatically generated from the DP Figure style in the template.

1.2.6 List of Tables

Include a list of tables for all documents with five or more tables. Do not include tables that appear in the summary or in the appendices. The list of tables is automatically generated from the DP Table style in the template.

1.2.7 List of Abbreviated Terms

The list of abbreviated terms defines all abbreviations and acronyms used in the document. This list serves as a reference for a reader to refresh his or her understanding of an abbreviated term. Remember that environmental documents are written for the public and the use of abbreviated terms should be limited.

1.3 Fonts and Styles

See Figure 1-9 for examples of most of the following styles.

DP Body Text is used in the body of the document, and is set as a 12-point Times New Roman font, 1.25 line spacing, and left justified. Single space after punctuation marks at the end of a sentence. Each paragraph is followed by a 12-point space. Do not indent at the beginning of a paragraph.

DP Front Matter is used for title lines of front matter sections. It is Arial, 14-point, bold, title case capitalization, centered, and followed by a 24-point space.

DP Appendix is a 20-point Arial font in title case, left aligned, and outline numbered. Note that the word “Appendix” and the appendix letter are in Arial Black. The chapter title is Arial. A 3-point black horizontal line separates this heading from anything below it. It is followed by a 12-point space. DP Appendix is preceded by a section break and must always begin on a right-hand page.

DP Title 1 is identical to DP Appendix except that it is a chapter heading. Note that the word “Chapter” and the chapter number are in Arial Black. The chapter title is Arial. DP Title 1 is preceded by a section break and must always begin on a right-hand page.

DP Title 2 is a 14-point Arial font, bold, title case, left aligned, and outline numbered. It is preceded by a 12-point space and followed by a 12-point space.

DP Title 3 is a 12-point Arial font, bold, title case, left justified, outline numbered, and preceded by a 12-point space.

DP Title 4 is a 12-point Arial font, bold, title case, left justified, and outline numbered. This subheading does not appear in the table of contents.

Chapter 1 DP Title 1

This is DP Body Text. This text is here to show you how the spacing between the headings and the body text should appear in your document.

1.1 DP Title 2

This is DP Body Text. This text is here to show you how the spacing between the headings and the body text should appear in your document.

1.1.1 DP Title 3

This is DP Body Text. This text is here to show you how the spacing between the headings and the body text should appear in your document.

1.1.1.1 DP Title 4

This is DP Body Text. This text is here to show you how the spacing between the headings and the body text should appear in your document.

DP Title 5

This is DP Body Text. This text is here to show you how the spacing between the headings and the body text should appear in your document.

DP Title 6

This is DP Body Text. This text is here to show you how the spacing between the headings and the body text should appear in your document.

Figure 1-9 Document Publishing (DP) Style Examples

DP Title 5 is a 12-point Arial font, bold, italic, title case, and left justified. DP Title 5 does not appear in the table of contents. This heading may appear as a subhead of any of the above headings. For instance, if you are writing in a DP Title 2 section and need a minor section heading for a minor point, use DP Title 5 or DP Title 6.

DP Title 6 is a 12-point Arial font, italic, title case, and left justified. DP Title 6 does not appear in the table of contents. This heading may appear as a subhead of any of

the above headings. For instance, if you are writing in a DP Title 2 section and need a minor section heading for a minor point, use DP Title 5 or DP Title 6.

DP Bullet Text is identical to DP Body Text, minus the 12-point space at the end of a paragraph. Always use DP Bullet Text when inserting bullets. You must go to paragraph format to add a 12-point space after the final bullet.

- This is an example of DP Bullet Text

DP Distribution is also identical to DP Body Text, except that it is single-spaced. To use this style (for inputting addresses), press Shift+Enter at the end of each line, except the last. Simply press Enter after the last line to automatically insert a 12-point space before the next entry.

Example: John Doe
 111 No Street
 Nowhere, CA 91919

DP Preparers is also identical to DP Body Text, with the addition of a hanging indent at 0.5 inches. (See Section 1.7.1 for an example of DP Preparers.)

DP Reference Text is also identical to DP Body Text, except for the addition of a hanging indent at 1.5 inches. (See Section 1.7.3 for an example of DP Reference Text.)

DP Figure is a 12-point Arial font, bold, title case, right justified, and appears below the figure. (For an example see the figure headings in this document.)

DP Table is 12-point Arial font, bold, title case, and centered. It is preceded by a 12-point space and followed by a 12-point space. (See Section 1.6 for an example of the DP Table style.)

1.4 Page Layout

1.4.1 Spacing

The body text is set at 1.25 line spacing. Single space after punctuation marks at the end of a sentence. DP Body Text style puts a 12-point space at the end of each paragraph. Do not use the Enter (Return) key to insert extra spaces anywhere in your

document. Do not indent at the beginning of a paragraph. Refer to the heading definitions in Section 1.3 for spacing before and after headings.

1.4.2 Margins

The margin settings for the document template are top 1 inch, bottom 1 inch, left 1.25 inches, and right 1.25 inches. The margins are set on “mirror margins” with an alternating 0.25-inch gutter to allow for binding.

1.4.3 Justification

Body text throughout a document is left justified, ragged right.

1.4.4 Header

DP Header is a 9-point italic, Arial font. It is formatted to appear on the outside edge of the page (right-justified for odd pages; left-justified for even pages). The chapter number is followed by two spaces, then the chapter title. A dotted line (1-point) separates the header text from the document text. There is no header on the first page of the chapter. The header starts on the second page of each chapter.

1.4.5 Footer

DP Footer is a 9-point italic, Arial font. The document name (i.e., project title and document type acronym [e.g., *Oakdale Expressway DEIS/DEIR*]) appears on the inside edge of the page and the page number appears on the outside edge (see following section for details on page number format). A dotted line (1-point) separates the document text from the footer text. The footer starts on the first page of the chapter.

1.4.6 Page Numbering

As previously mentioned, front matter pages are numbered with lowercase roman numerals, italicized, and always on the outside edge of the page. The cover sheet is always page letter *i*. For documents of 60 pages or less, the rest of the document should be numbered sequentially (e.g., 1, 2, 3, etc.) from the beginning of the first chapter to the end of the document (including all back matter). For documents over 60 pages, the chapters and appendices should be numbered internally (e.g., 1-1, 1-2, 2-1, 2-2, A-1, A-2, B-1, B-2, etc.), and back matter pages are not be numbered.

Most EA/ISs should be 60 pages or less, so the EA/IS template is formatted with sequential numbering. Most EIS/EIR will be over 60 pages, so the EIS/EIR template

is formatted with internal chapter pagination. If you are working on an EIS/EIR that you expect to be less than 60 pages, then use the EIS/EIR template with sequential numbering (EIS-EIR Sequential Template.dot).

Blank pages (marked with a symbol) are counted but do not show a page number. They occur between sections and chapters as left-hand (even-numbered) pages, when the section or chapter ends on a right-hand (odd-numbered) page. They are preexisting in the templates between each chapter and section. If a chapter or section ends on a left-hand (even-numbered) page, then the blank page should be deleted so that the chapter still begins on the right-hand (odd-numbered) page.

1.5 Figures

Figures (i.e., maps, photographs, and other illustrations) should be simple, informative, and good quality. Avoid highly detailed or highly technical illustrations. Always try to keep figures on one 8.5- x 11-inch portrait page whenever possible.

Be sure to acknowledge any source material; if the material is generated by Caltrans, FHWA, or any other government agency, it need not be referenced. If you use copyrighted material, you must obtain written permission and cite your source (see Section 1.7.3 for citation guidance). Copyrighted material in source lines should be preceded by one of the following:

- “*Source*: Reprinted from...” (if taken directly from another work)
- “*Source*: Adapted from...” (if the original material served as a basis for a new figure with some change)

Assess the availability and quality of your illustrations as early into a project as possible. Submit them to the graphics branch (if such a branch is available in your region) at this early stage, to avoid problems that could cause a bottleneck later in the process.

1.5.1 Placement

Every figure must be called out (cited) in the text. The figure should appear on the page immediately following its first call-out; it can follow the call-out on the same page if space allows.

1.5.2 Format

See Figures 1-10, 1-11, and 1-12 for samples of figure format and placement. Figures must be prepared in a format compatible with Microsoft Word, and must adhere to the following general guidelines:

- Photos must be no smaller than 2 x 3 inches.
- All figures must fit within the document margins (i.e., no more than 5.75 inches in width or 9 inches in height for letter pages [8.5 x 11 inches]; no more than 14.25 inches in width or 9.0 inches in height for tabloid pages [17 x 11 inches]).
- For figures that must be put onto a landscape, 8.5- x 11-inch page, situate the figure, so that the top edge is bound.
- Text within a figure should generally be in Arial font. Text size may vary, so long as it remains legible. This also applies to text within a map legend.

Numbering and Title

Number figures sequentially within each chapter. Using the DP Figure style, list the chapter number first, followed by a hyphen, and then the figure number (i.e., Figure 1-1, 1-2, etc.; Figure 2-1, 2-2, etc.). Insert two spaces and enter the title. Provide a short title for your figure. The title should not provide background information or describe the attributes of the figure.







Maps

Maps must keep to the general guidelines above for figure format, as well as the following:

- All maps must include the official Caltrans logo (even if it is a source map that has been altered by Caltrans in any way), and the standard north arrow.
- Map orientation should be north/south, with the north end at the top margin, whenever possible; map orientation should differ only if it serves map readability or enhances understanding.
- All maps should have a 1-point black frame line that falls within the document margins.
- Source information (if applicable) should appear in the bottom left or right corner, depending on the needs of each map.

LEVELS OF SERVICE

for Freeways

Level of Service	Flow Conditions	Operating Speed (mph)	Technical Descriptions
A		70	Highest quality of service. Traffic flows freely with little or no restrictions on speed or maneuverability. No delays
B		70	Traffic is stable and flows freely. The ability to maneuver in traffic is only slightly restricted. No delays
C		67	Few restrictions on speed. Freedom to maneuver is restricted. Drivers must be more careful making lane changes. Minimal delays
D		63	Speeds decline slightly and density increases. Freedom to maneuver is noticeably limited. Minimal delays
E		50	Vehicles are closely spaced, with little room to maneuver. Driver comfort is poor. Significant delays
F		<50	Very congested traffic with traffic jams, especially in areas where vehicles have to merge. Considerable delays

Source: 2000 HCM, Exhibit 23-3, Speed-Flow Curves and LOS for Basic Freeway Segments

Figure 1-10 Sample Figure: Six Levels of Service for Freeways

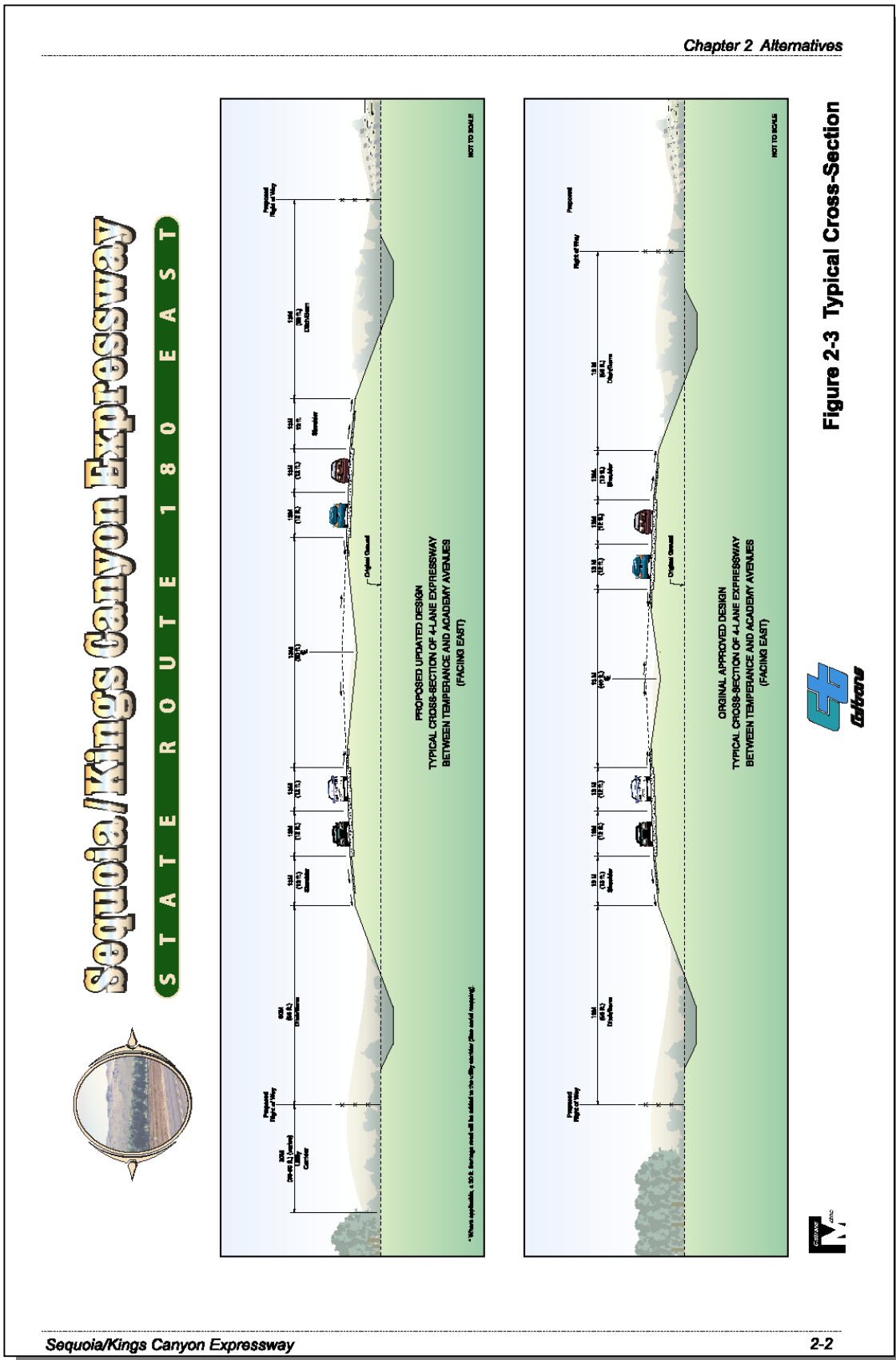


Figure 1-11 Sample Figure: Typical Cross-Section

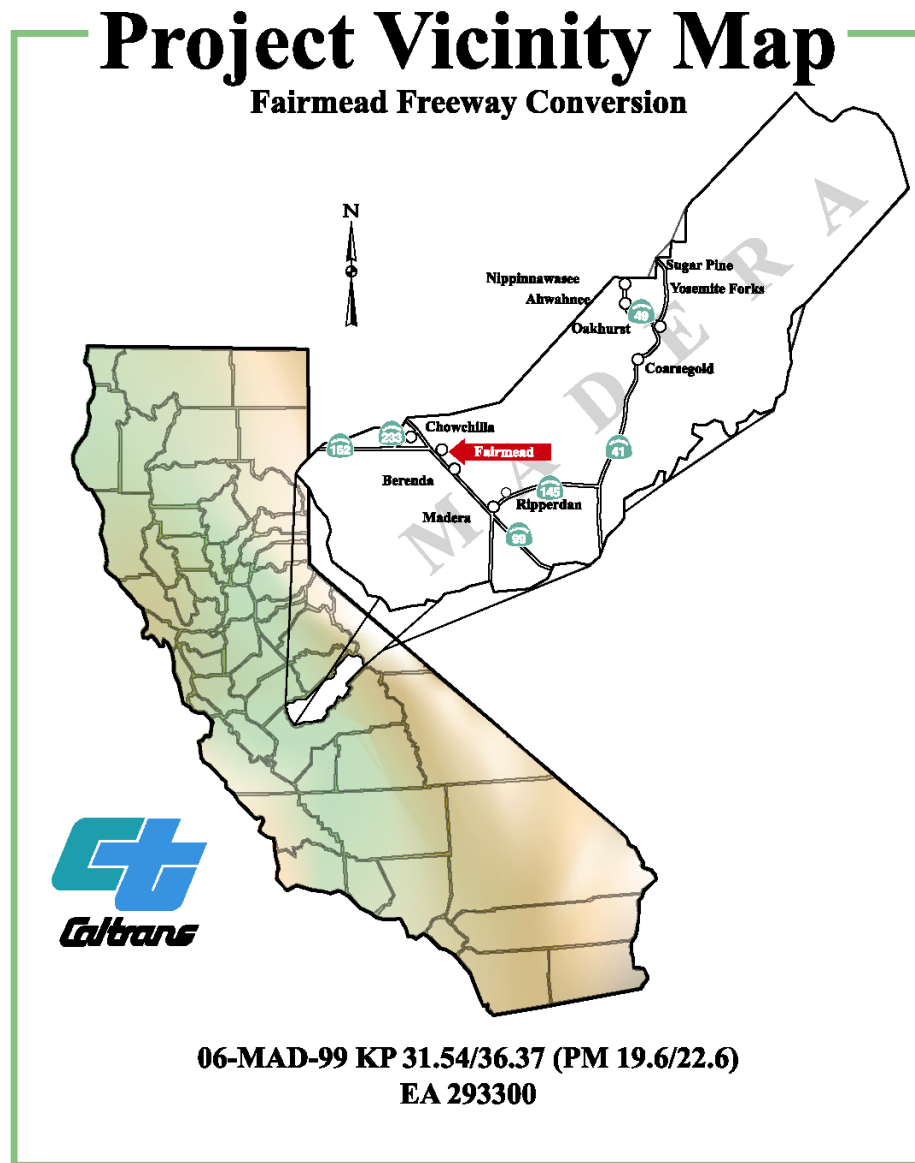


Figure 1-1 Project Vicinity Map

Fairmead Freeway Conversion

1-3

Figure 1-12 Sample Figure: Project Vicinity Map

1.6 Tables

Tables must be self-contained, self-explanatory, and as simple as possible. However, data in a very short and simple table can often be included in the text with no loss of clarity. Large numbers of individual, similar facts are best presented in a table.

Although a table must stand alone, the information presented should be analytically relevant to the document. The text should not duplicate the data given in the table; rather, the data should be carefully crafted into the argument of the text.

Table 1.1 is an example of the placement, format, and other features of a successful table.

Table 1.1 Nowhere County Racial and Ethnic Profile

Race/Ethnicity	1990 U.S. Census		2000 U.S. Census		% Change
	Population	% of Total	Population	% of Total	
Non-Hispanic White	261,323	70.5%	283,467	65.8%	- 4.7%
Hispanic ^a	80,897	21.8%	107,576	25.0%	+ 3.2%
Asian/Pacific Islander	18,146	4.9%	26,783	6.2%	+ 1.3%
Black	6109	1.7%	8251	1.9%	+ 0.2%
Native American	3474	0.9%	4158	0.9%	0.0%
Other	573	0.2%	862	0.2%	0.0%
Total	370,522	100.0%	431,097	100.0%	—

Source: Adapted from U.S. Department of Commerce, Bureau of the Census, *Census of Population and Housing, 1990*. Summary Tape File 1, 1991; and *Census of Population and Housing, 2000*. Summary Tape File 1, 2001.

Note: The information presented in this table is fictional.

^aThis heading refers to Hispanics of any race.

1.6.1 Placement

Every table must be called out in the text. The table should fall at the top of the page following its first call-out; it can follow the call-out on the same page if space allows.

1.6.2 Format

Table format is difficult to regulate, due to variations in the nature and amount of data from table to table. The following standards are the most common, and should be followed whenever possible. Always avoid using “tricks” to achieve desired format; instead, use automated features for table formatting. Do not use shading in your tables. Shading does not reproduce well when photocopied.

Numbering and Title

Number tables sequentially within each chapter. Using the DP Table style, list the chapter number first, followed by a period, and then the table number (i.e., Table 1.1, 1.2, etc.; Table 2.1, 2.2, etc.). Insert two spaces and enter the title. Provide a short title for each table. The title should not provide background information or describe results of the table.

Headings

Each column and row should have a brief heading. Use a 10-point Arial font, centered both horizontally and vertically (justification and font size may be adjusted when necessary). Column headings should be bold and use title case capitalization. Row headings can be bold when appropriate and should use sentence case capitalization (first word only capitalized). Do not adjust the DP Body Text style to achieve this format. Choose “Normal” from the style list and adjust formatting from there.

Body Text

The body text of a table should be single spaced, 9-point Arial font (font size may be adjusted, when necessary, from 8-point to 10-point). Do not adjust the DP Body Text style to achieve this format. Choose “Normal” from the style list and adjust formatting from there. DP Table Text 8 pt, 9 pt, or 10 pt may also be used. No final punctuation is used in the body text of the table, even with complete sentences, unless there is more than one sentence.

Use a zero only as a measured quantity and never as a placeholder for missing data. If no relevant information exists for a cell, attempt to concisely indicate the reason that no applicable information exists. For example, if a location listed in a noise level table has no substantial nearby roadway noise source, enter simply “no road.” Use a footnote for those that require more detailed explanation. When no value is available for the defined position use a centered en dash.

Footnotes

Table footnotes should use an 8-point Arial font, single spaced. There are three types of table footnotes: a source note, a general note, and an entry-specific note. If they appear together in the same table, they should be arranged flush left at the foot of the table, each beginning on its own line, in the following order:

Source: Xxx xxxx xx xxxx.

Note: Xx xxx xx xxxx.

^aXxx xx xxxx xx xxxxx.

^bXx xxxx xx xx.

A *source note* is included to acknowledge the originator of the material, even if it is restyled or retyped. Material generated by Caltrans, FHWA, or any other government agency need not be referenced. If you use copyrighted material, you must obtain written permission and you must cite your source (see Section 1.7.3 for citation guidance). Copyrighted material in source lines should be preceded by one of the following:

- “*Source*: Reprinted from...” (if taken directly from another work)
- “*Source*: Adapted from...” (if the original material served as a basis for a new table with some change)

Never footnote the title of a table; rather, place information pertinent to the entire table in a *general note*. General notes are introduced by “*Note*:” and are italicized. Abbreviated terms should be defined in a general note. Notes specific to an entry are indicated with superscript lowercase letters and are noted in ascending alphabetical order.

1.7 Back Matter

Back matter includes the following elements in the following order:

- List of preparers
- Distribution list (for EIS/EIR only)
- References
- Index (for EIS/EIR only)
- Appendices

Each back matter element begins on a right-hand (odd-numbered) page.

1.7.1 List of Preparers

The list of preparers summarizes the credentials of all personnel who performed environmental studies or were primarily responsible for preparation of the document. The FHWA personnel primarily responsible for preparation or review of the document should also be included. Using the DP Preparers style, preparers should be listed alphabetically by last name, with the following information (in order): full name, job title, educational background (do not include anything prior to bachelor’s degree), years of experience, and area of contribution to the document. Listing University or School attended is optional. *Example*:

Jane A. Smith, Environmental Planner. M.A., Natural Resources Management, California Polytechnic State University; B.S., Geography, California State University, Fresno; 6 years environmental impact assessment experience. Contribution: DEIR/DEIS coordination.

1.7.2 Distribution List

The distribution list consists of the mailing addresses and phone numbers of agencies, organizations, and persons to whom copies of the document are sent. This section is included in an EIS/EIR, but not in an EA/IS. Make sure you have up-to-date name, address, and phone number information. In the *final* document, use an asterisk to identify entities that submitted comments on the *draft* document.

The distribution list is set up in two columns. Use the DP Distribution style to enter names and addresses. To do this, you must press Shift+Enter at the end of each line, except for the last. Then simply press Enter. This will automatically insert a 12-point space before the next entry.

1.7.3 References

This section is included to acknowledge the originator of borrowed material and to direct the reader to find more information. The list should include all sources used in the course of the study, even if they are not cited within the text. For instance, material generated by Caltrans (i.e., technical reports) need not be cited in the text, but should be acknowledged in the reference list. When using Caltrans-generated material, be sure to watch for works cited within that text. Previously cited sources must be acknowledged in all subsequent use.

Always refer back to the original source (especially for direct quotes) to be certain that the wording is correct. Don't assume that the previous writer recorded the information precisely as it appears in the original source. Look it up to make sure.

In-Text Citation

When citing sources within the text, include the source name and the date within parentheses. The source name should be the last name of the author (first author only, if more than one). If the "author" is an organization, then an appropriate abbreviation should be used. This abbreviation need not be defined in the text. It is merely used as a reference tool. There is no comma between the source name and the year.

Examples:

- The study area is within the California floristic province (Hickman 1993).
- The river is considered to be navigable up to the existing crossing (COE 1994).

Reference List Format

References should be listed in alphabetical order by in-text citation name. For instance, if the in-text citation is COE (an initialism for U.S. Army Corps of Engineers), list it alphabetically under “C,” not under “U.”

Example:

- | | |
|----------------|---|
| BAER 2000 | U.S. Interagency Burned Area Emergency Rehabilitation Team. <i>Cerro Grande Fire Burned Area Emergency Rehabilitation Plan</i> , National Park Service. June 9, 2000. |
| COE 1994 | U.S. Army Corps of Engineers. <i>Hydrology Study and Drainage Report</i> . Sacramento, California. August 1994. |
| Davenport 1998 | D.W. Davenport, D.D. Breshears, B.P. Wilcox, and C.D. Allen. “Viewpoint: Sustainability of Pinon-Juniper Ecosystems,” <i>Journal of Range Management</i> , 51. September 1998, pp. 231-240. |

Use DP Reference when inputting reference text. It will look like the examples in this section. The information should appear in the order shown in the following examples.

Book by one author

Author YEAR Author. *Book title*, edition number (if not the first edition).
Place of publication (do not include state for obvious cities [i.e., New York, Chicago, San Francisco]): publisher. Year, page numbers (if only parts of the book are used).

Example:

- | | |
|-------------|---|
| Bricke 1999 | Larry N. Bricke. <i>Ecosystems of the Central Valley</i> .
Sacramento: New Country Press. 1999, pp. 112-198. |
|-------------|---|

Book by two or more authors

Example:

Grant 1998 Paul Grant, Percy Smith, and Samuel Cammus. *Water Resources of California*. San Francisco: University Press. 1998, pp. 84-103.

Book by more than three authors

Example:

Reiser 1994 M. Reiser, et al. *Theory and Design of Charged Particle Beams*. New York: John Wiley and Sons. 1994.

Compiler as author

Example:

Grossman 1993 J. Grossman, comp. *The Chicago Manual of Style*. 14th ed., Chicago: University of Chicago Press. 1993.

Journal or magazine article

Author YEAR Author(s). "Article title," *journal or magazine title*, volume. Place of publication. Date, page numbers.

Example:

Anderson 1990 Edward Anderson, C.S. Forrest, T.W. Clark. "Paleobiology of the Black-footed Ferret," *Great Basin Naturalist Memoirs*, volume 8. Ogden, Utah. January 1990, pp. 11-62.

Interview

Interviewee YEAR Interviewee name(s), organization or qualifications. Taped (or informal) interview by interviewer's name, interviewer's organization. Location of interview. Date.

Example:

Sawyer 2001 Shannon Sawyer, Ralph Milliken Museum. Taped interview by Janet Parks, Caltrans. Los Banos, California. February 3, 2001.

Organization as "author"

Abbr. YEAR Organization name. *Title*, volume. Report number (use number that agency uses to locate documents). Place of publication. Date, page numbers (if only part of the work is used).

Example:

FHWA 1983 Federal Highway Administration. *A Method for Wetland Functional Assessment*, volume II. Report No. FHWA-IP-82-24. Washington, D.C. March 1983.

Personal communication

Name YEAR Communicator's name(s), organization or qualifications. Personal communication to receiver's name, receiver's organization. Location of receiver of information. Date.

Example:

Aud 1998 John Aud, Stanislaus County Department of Environmental Health. Personal communication to Regena Orr, Caltrans. Fresno, California. November 18, 1998.

World Wide Web sources

Author YEAR Author(s). *Title*. Date of access, <URL beginning http://>. Date of posting.

Example:

CDOF 2000 California Department of Finance. *California County Profiles: Stanislaus County*. Accessed 2/28/01, <http://www.dof.ca.gov/HTML/FS_DATA/profiles/pf_home.htm>. Posted March 3, 2000.

1.7.4 Index

This section is included in an EIS/EIR, but not in an EA/IS. The index is an automatic function in the EIS/EIR templates. A complete list of appropriate words to be included in the index accompanies the template in a separate file (*Index Table.doc*). This file that is located in your share drive or Internet site that contains the document templates, is used to create the index when you have finished the document.

Creating an Index

Use the steps below to index words correctly. First, click on the index field already created in the template. Click on Insert Index and Tables. A dialog box will open,

then click on AutoMark. Next, find the file `Index Table.doc` and open the file. The index will then be created to include all words corresponding with those found in the index table. At this point it may be necessary to update the field. Right click on the field and choose “Update Field.”

Adding Words to the Index

If additional words need to be included in the index, you must type them into the index table. Type all forms of the word you wish to index in the left column of the index table. Type the form of the word you wish to show on the index in the right column. Repeat the steps above to update the index.

1.7.5 Appendices

Appendices contain detailed information that is not essential to a basic understanding of the document and the results obtained but that may be helpful to readers.

Appendices help to streamline the content of the document. They should not, however, contain unnecessary information; be very discriminating about what information you include. Appropriate material for an appendix could include the following:

- Supporting correspondence
- Raw data/tables of data
- Lengthy analyses
- Methodologies
- Guidelines (e.g., Valley Elderberry Longhorn Beetle Guidelines)
- Notice of Intent/Notice of Preparation
- Title VI Policy Statement

The above is not necessarily a complete list of appropriate appendix material, but any additions should be carefully considered before being included as an appendix. See 40 CFR 1502.18 for the regulatory definition of an appendix for environmental documents.

All appendices must be called out in the body of the document. They are lettered sequentially (i.e., Appendix A, Appendix B, etc.) at the end of the document in the order in which they are called out. In the body text, avoid cryptic references (such as see Appendix F). Refer to each appendix by letter, and give the reader enough information to know what information is available (e.g., Appendix F contains copies of correspondence with each cooperating agency).

Appendix titles appear in exactly the same format as chapter titles (DP Title 1). Do not use any of the outline-numbered subhead styles in an appendix; subheadings of an appendix do not appear in the table of contents. Instead, use DP Title 5 and DP Title 6 because these headings do not appear in the table of contents.

Each appendix must begin on a right-hand page. If an appendix consists only of scanned-in material or figures and no keyed-in text, enter a short sentence on the first page to describe the material that follows. You might also include an informal table of contents for the appendix on the first page as shown in Figure 1-13. Otherwise the text should follow the appendix title line, just as the text would follow a chapter title line.

Appendix F Correspondence

Federal

U.S. Army Corps of Engineers

- NEPA/Section 404 Integration, John Doe, April 11, 1995.
- Recreational Impact, Jane doe, June 29, 1995.
- Recreational Impact, Jane Doe, March 22, 1996.
- Recreational Impact, Jane Doe, August 3, 2000.
- Wetland Verification, John Doe, July 9, 1996.

U.S. Department of Commerce, National Oceanic and Atmospheric Administration

- Concurrence on purpopse and need and alternatives, Jane Doe, December 29, 1994.

U.S. Department of the Interior, Fish and Wildlife Service

- NEPA/Section 404 Integration, John Doe, January 24, 1995.
- Species List, Jane Doe, June 16, 1999.
- Final Draft Review, NES/BA, Jane Doe, April 18, 2000.
- Response to request for concurrence, John Doe, August 16, 1995.

Local

Citizens Advisory Committee

- Citizens Advisory Committee recommendation, Jane Doe, September 26, 1995.

Figure 1-13 Sample First Page of an Appendix with Scanned Material

Chapter 2 Usage

This chapter discusses the way in which words and phrases are to be used in Caltrans environmental documents. The guidance given here is not meant to cover the whole of English grammar, punctuation, and other aspects of usage. Instead, this chapter will outline the usage methods preferred by Caltrans. These methods will be used in all Caltrans environmental documents in the north and central regions.

If you run into usage questions beyond the scope of this style guide, refer to *Merriam-Webster's Collegiate Dictionary*, Tenth Edition, pp. 1535-1546. Another excellent resource to keep on hand when writing is *The Elements of Style* by Strunk and White.

2.1 Numbers

The following are the basic rules for using numbers in technical material.

- Spell out numbers from 1 through 9; use figures for numbers 10 and above.
- Always use figures when the numbers have technical significance or need to stand out for quick comprehension (e.g., dates, money, time, decimals, ratios, percentages, periods of time, measurements, page numbers, etc.).
- Always use figures when a number is referred to as a number (e.g., on a scale of 1 to 10).
- Spell out numbers at the beginning of a sentence. If the number requires more than two words, reword the sentence.
- Use words for fractions, or convert to decimal (i.e., 2.5, *not* 2 ½).
- Use figures for numbers with decimals. Remember to use a zero before the decimal in numbers less than zero (e.g., 0.4962).
- Use words for ordinals (e.g., first, second, third; *not* 1st, 2nd, 3rd).
- Approximate numbers in the millions or higher should be expressed as follows: 2.4 million, 3 billion, etc. Only in exceptional cases, which require an exact amount, would you use all figures to express these large numbers (e.g., 2,453,862).
- Use figures for ages.
- Refer to Metric Primer for rules governing the use of metric numbers (<http://www.dot.ca.gov/hq/oppd/metric/primer.htm>).

Dates

Express complete dates in month-day-year sequence. Cite the full date in most circumstances (i.e., March 6, 2003). Use ordinals when the day precedes the month or stands alone (i.e., the fifteenth of August; on the fourth). When referring to a decade or century, do not include an apostrophe (i.e., 1970s, not 1970's). Always use four digits when referring to a year (i.e., 1995, not '95; 2001, not '01).

Money

Use figures to express exact or approximate amounts of money (i.e., more than \$500,000). Spell out any indefinite amount (i.e., a few dollars, a few million). Do not include decimal points or zeros for whole dollar amounts (i.e., \$125). Express related numbers in the same way (i.e., \$350,000 to \$500,000; not \$350,000 to \$0.5 million).

2.2 Abbreviated Terms

Environmental documents are written for the public and the use of abbreviated terms should be limited. Abbreviated terms often make readers stumble through a document because readers have to flip back through the document to figure out what a particular term means. If an abbreviated term (acronym) must be used, do the following:

- On first reference, spell out the term, followed by the abbreviation in parentheses. This should be done in the summary, each chapter and each appendix that the term appears in, since people may not read the entire document.
- In figures and tables, abbreviated terms should be defined in a general footnote.
- Be sure to list the term with its spelled-out version in the List of Abbreviated Terms that comes right before Chapter 1 of your document.

2.2.1 Units of Measure

Terms of measure are commonly abbreviated in text, tables, and figures. All units of measure should be defined the first time they occur and should be included in the List of Abbreviated Terms. They must be defined the first time they occur in each stand-alone section of the document; the spelled-out term should be followed by the abbreviation in parentheses.

Use metric measurements (meters, kilometers, etc.) first, then the British units (feet, miles, etc.) in parentheses; **always enter both**. Punctuation for abbreviated units of measure is to be omitted to conform with practices adopted by scientific, technical, and industrial groups. Where the omission of punctuation causes confusion (e.g., the

symbol *in* [inch] mistaken for the preposition *in*), the abbreviated term should be spelled out.

Example: Alternative 2A runs parallel to Dogtown Road for 273 m (900 ft), then crosses Gardner Lane approximately 243 m (800 ft) south of the Dogtown Road and Gardner Lane intersection.

Hyphenate a measurement when it is used as a compound modifier (e.g., 30-ft bridge, 200-ft right-of-way). Use the singular abbreviation for both the singular and plural units of measure (e.g., 1 ft, 20 ft). Leave a space between the number and unit of measure (e.g., 12 m, *not* 12m).

When using indefinite terms of measurement (e.g., a few feet, several miles, etc.), use only British units, as this is more commonly understood by the general public. Whenever a term of measurement appears after a spelled-out number or without a number, spell out the term (e.g., two feet, *not* two ft).

2.2.2 Chemical Symbols

Chemical symbols should be defined the first time they occur in each stand-alone part of the document. The spelled-out chemical name should be followed by its symbol in parentheses; these should be included in the List of Abbreviated Terms. Spelled-out chemical names are *not* capitalized.

Example: Carbon monoxide (CO) background levels must be added to the overall value to account for CO entering the area from other sources upwind of the location.

2.3 Capitalization

Resist the tendency to overuse capitalization. Capitals are used for two basic purposes: to mark a beginning (as of a sentence) and to indicate a proper noun, pronoun, or adjective. It is almost *never* necessary to use all caps for a word. All caps is not only more difficult to read, but also appears “loud” and “aggressive” on the page.

Capitalize the initial letter of:

- The first word of every sentence
- The first word of a direct quotation (e.g., According to the report, “Displacement of businesses, agricultural operations, and houses would be mitigated through relocation.”)
- The first word after each bullet in bullet text
- Each word in a title or heading, with the exception of conjunctions, prepositions, and articles (e.g., *Natural Environment Study and Biological Assessment*)
- Professional titles preceding a name and not separated by a comma (e.g., Vice President Carol Jones, *but* Carol Jones, vice president)
- Proper nouns, pronouns, and adjectives (i.e., names, geographical references, government agencies, organizations, historical periods, historical events, months, days of the week, holidays)
- Derivatives of proper names (e.g., Swainson’s hawk, Aleutian Canada geese)
- Compass points, if they refer to a geographical region or designate the inhabitants of some geographical region (e.g., up North, a Southern accent, West Grant Avenue, *but* west of the Rockies)
- Names of religions, denominations, and religious orders (Judaism, Chapel Hill Adventist Church, *but* the local Baptist church)
- Latin names identifying genus, but not species (e.g., *Pieris rapae*, *Ranunculus acris*)

Do *not* capitalize:

- The words *government*, *city*, *county*, *state*, or *federal* when used generically (e.g., county population, *but* Marin County; funded by the City of Fresno, *but* near the city of Clovis *or*, *more appropriately*, near Clovis [see “City of...” entry in Chapter 4])
- Seasons of the year
- The abbreviations *a.m.* or *p.m.*
- Spelled-out chemical names
- Professional titles separated from a name by a comma (e.g., James Teich, senior environmental planner; data from the biologist, Laura Garcia)

2.4 Compound Words

A compound word is one that is formed by the union of two or more words; for example, soundwall, high school, or right-of-way. “Soundwall” is an example of a *closed compound*, where there is no space or hyphen between words. “High School” is an example of an *open compound*, where each part of the term is written as a separate word. *Hyphenated compounds* like “right-of-way” are joined by a hyphen. When you are uncertain whether or not a word is an accepted compound, refer to your dictionary.

Compounds are tending more towards closing up the spaces of open or hyphenated terms that have become associated in the reader’s mind as units of thought. It is becoming common practice to spell compound words as closed as soon they are considered a permanent compound.

- Runoff
- Setup
- Groundwater
- Overcrossing
- Undercrossing
- Onsite
- Offsite

There are exceptions to this trend.

- On-ramp
- Off-ramp
- Off-road
- Storm water

Place a hyphen between words that form a compound modifying adjective, directly preceding the word being modified.

- Single-family home
- Coal-fired power plant
- Well-drained soil

Also place a hyphen in adjective compounds beginning with a number.

- 8-hour day
- 30-ft pole
- 3-to-1 ratio
- 10- to 20-ft drop
- 42- to 60-inch-diameter outfall

2.5 Avoiding Gender-Biased Language

Gender-biased language is not appropriate in any Caltrans document. Many gender-biased nouns are easily avoided by replacing the sexist noun with a more neutral one. For instance, *chairman* becomes *chair*, *congressman* becomes *senator* or *representative*. You will notice that most, if not all, Caltrans job classifications are gender free. Be careful not to get too obscure or go to elaborate lengths in changing a gender-biased noun. There is almost always a comparable option.

Sexist pronouns are sneakier. We often use them without even realizing it, since we historically associate men with certain job positions (e.g., supervisors, engineers, scientists, doctors, construction workers), and women with others (e.g., secretaries, teachers, nurses, hairdressers). These gender assumptions, however, are no longer accurate or acceptable.

The following suggestions and examples will help you to write grammatically correct, gender-free sentences.

- Use the plural form for both nouns and pronouns.

Biased language:

Each **member** of the community will have the opportunity to submit **his** comments and concerns about the project.

Gender-free language:

Members of the community will have the opportunity to submit **their** comments and concerns about the project.

- Omit the pronoun altogether.

Biased language:

Each **branch chief** should send one of **his** staff members to this training.

Gender-free language:

Each **branch chief** should send one staff member to this training.

- Use *his or her* when you occasionally need to stress the action of an individual. This method becomes awkward only when used too frequently.

Biased language:

If the farm is relocated, the **owner** may contact **his** relocation advisor for assistance.

Gender-free language:

If the farm is relocated, the **owner** may contact **his or her** relocation advisor for assistance.

- When appropriate, switch from the third-person (he) to the second-person (you).

Biased language:

Each **specialist** should report **his** progress to the generalist this Friday.

Gender-free language:

Each of **you** should report **your** progress to the generalist this Friday.



Chapter 3 Elements of Composition

3.1 Organization

When organizing the writing of a document, start by understanding the nature and extent of the project. This must be the first step in working out the simplest structure for your work. What essential information must you communicate? What is the simplest way to communicate it? When asking these questions, always keep in mind who your audience will be. In the case of most Caltrans environmental documents, that will be other governmental agencies, interested organizations, and the general public.

Starting with structure in mind will keep you from missing the overall goal of your document. If you simply start listing fact after fact about your subject without thought for organization, your task will only become more difficult and disjointed as you go along.

Writing without organization is also a leading cause of unnecessarily long documents. When you have lots of facts on one particular subject (for instance, community impacts), it is tempting to want to include all of the information whether it is directly relevant or not. Developing a scheme before you write will help you to weed out unnecessary information.

Also keep in mind that the amount of information given on a particular subject should be proportional to its importance. As the FHWA checklist states: “The discussion should be limited to information, issues, and values that have a bearing on possible impacts, mitigation, and selection of an alternative. Data and analysis should be commensurate with the importance of the impact.” In other words, if there is little to no impact on cultural resources but substantial impact to biological resources, you should dedicate relatively little space to cultural resources and more space to biology. If you write the same number of pages for each of these topics, then you are probably devoting too many words to cultural resources or too few words to biology.

3.2 Diction

It is a common misconception that complex and specialized vocabulary indicates a more sophisticated writer. Writing simply and concisely takes considerable effort,

because clear writing requires clear thinking. This effort pays off in clear communication. You are not trying to impress others with your vocabulary, you are trying to impress them with your ideas.

The guiding principle in technical writing is to keep your words simple, short, and concise. In other words, write with nouns and verbs, not with adjectives and adverbs. As Strunk and White say in *The Elements of Style*, “The adjective hasn’t been built that can pull a weak or inaccurate noun out of a tight place.”

Caltrans uses jargon and lots of multi-syllable words. By replacing those difficult words with simpler words or phrases, you can help the reader get through the document more effectively. Using simple words will make your text easier to read and understand. If you can replace a three-syllable word with a one-syllable word, without hurting the meaning of the sentence, then do it. And if what is said in 10 words can be just as effectively said in five, use the five.

Below are some overwritten expressions that can be replaced by the preferred word or phrase to the right:

<u>Overwritten Expression</u>	<u>Preferred Word or Phrase</u>
a majority of	most
a number of	many
anticipate	expect
as a consequence of	because
as per your request	as requested
as to	about (<i>or omit</i>)
as to whether	whether
as yet	yet
at the present time	now
based on the fact that	because
due to	because of
end result	result
farmstead	farm
fewer in number	fewer
finalize	end, complete
for the purpose of	for
having regard to	about
in close proximity	close, near
in connection with	with, along with
in need of	needs
in order to	to
in terms of	(<i>omit</i>)
in the event that	if

initiate	begin, start
is composed of	includes
is representative of	represents
it is evident that <i>X</i> produced <i>Y</i>	<i>X</i> produced <i>Y</i>
it is important to note that	note that
it is recommended that	Caltrans (<i>or other subject</i>) recommends
it is suggested that	Caltrans (<i>or other subject</i>) suggests
it should be noted that	note that (<i>or omit</i>)
on a daily basis	daily
perform	do
prior to	before
pursuant to	about
quite unique	unique
recordation	record
take into consideration	consider
terminate	end
traverse	cross, go through, go over
utilize	use
with reference to	about
with regard to	concerning, about
with respect to	about
with the possible exception of	except
with the result that	so that

3.3 Active Voice and Passive Voice

Using active voice makes your writing stronger and more direct. Also, when you write in active—rather than passive—voice, you usually use fewer words, resulting in a shorter document.

Here’s an example of active and passive voice. When you write, “The bridge would be constructed,” that’s passive. When you can insert “by Caltrans” or “by XYZ whomever” after the verb (“constructed,” in this case), then you have written a passive sentence. Who is doing the construction? Caltrans. You can make the sentence active, by starting the sentence with “Caltrans” or by rephrasing the sentence: “Caltrans would construct the bridge.”

Because Caltrans documents lend themselves to passive voice sentence construction, you have to make a real effort to rewrite them in active voice. You can turn around the passive sentences by adding an appropriate subject. But be aware that you could be faced with another concern: using the same subject (Caltrans) repeatedly. Think

about the flow of your text. Use active voice as much as possible, but don't be afraid to throw in a passive voice sentence for variety.

Example:

A two-lane freeway would be built on the north side of Avenue 12 in Kern County. A bridge would be constructed at post mile 22, displacing 14 residential neighborhood structures in the right-of-way. To minimize the noise to that sensitive receptor site, a 10-ft-high soundwall that measures 65 ft in length would be incorporated into the design.

Revised:

Caltrans proposes to build a two-lane freeway on the north side of Avenue 12 in Kern County, and add a bridge at post mile 22. The bridge construction would displace 14 residences in the right-of-way. To reduce noise in that neighborhood, Caltrans would build a soundwall measuring 10 ft high and 65 ft long.

In the revised paragraph, "Caltrans" becomes the subject of the sentence, allowing the writer to write in active voice. Notice that every sentence is in active voice. Even the second sentence is active voice. That sentence was rephrased, so that "Caltrans" was not repeated. But "The bridge construction would displace..." is still active voice. Passive voice would be "Fourteen residences in the right-of-way would be displaced (by the bridge construction)."

3.4 Sentence Structure

Parallel Construction

Sentence elements (verbs, nouns, adjectives, infinitive phrases, etc.) of equal rank must be "balanced" or "matched." This is best illustrated in examples:

Incorrect:

The purpose of the expressway project is safety, to reduce congestion, and so that commuters would bypass the historic downtown business district.

Correct:

The purpose of the expressway project is to improve safety, reduce congestion, and allow commuters to bypass the historic downtown business district.

Notice that in the correct example a verb is matched by a verb and a noun by a noun “improve safety,” “reduce congestion,” and “allow commuters.” The same is true in the following example. Notice that the verbs in the correct example match in form (“replacing and replanting,” “analyzing,” “informing,” and “removing or destroying”).

Incorrect:

The mitigation would involve replacing and replanting shrubs, an analysis for the presence of beetles, and the Forest Service would have to be informed before any plants are removed or destroyed.

Correct:

The mitigation would involve replacing and replanting shrubs, analyzing whether beetles are present, and informing the Forest Service before removing or destroying any plants.

This is also important in creating bulleted lists.

Incorrect:

- The duties of the environmental planner are:
- To coordinate the environmental document preparation
 - Writing the environmental document
 - Analysis of the data gathered by the specialists

Correct:

- The duties of the environmental planner are:
- Coordinating the environmental document preparation
 - Writing the environmental document
 - Analyzing the data gathered by the specialists

Remember, you can write your sentences any number of ways to achieve parallel construction. The way you do it is up to you. But, whichever form you choose, make sure your elements agree.

Subject-Verb Agreement

The number of the subject always determines the number of the verb. Do not be confused by words or phrases that come between the subject and the verb.

Incorrect:

The historical importance of the site—its high architectural integrity and its link with Madera’s earliest pioneer family—have been established.

Correct:

The historical importance of the site—its high architectural integrity and its link with Madera’s earliest pioneer family—has been established.

A common mistake is the use of a singular verb in relative clauses (when the relative is the subject) following “one of...” or a similar expression.

Incorrect:

One of the biologists who has studied this habitat type...

Correct:

One of the biologists who have studied this habitat type...

Use a singular verb following *each*, *either*, *everyone*, *everybody*, *neither*, *nobody*, and *someone*.

Incorrect:

Neither of the alternatives have a substantial impact on visual quality.

Correct:

Neither of the alternatives has a substantial impact on visual quality.

Each of the households being displaced are assigned a relocation advisor.

Each of the households being displaced is assigned a relocation advisor.

The word *none* is usually followed by the singular verb form, since *none* usually means “no one” or “not one.”

Incorrect:

None of the alternatives are without substantial biological impacts.

Correct:

None of the alternatives is without substantial biological impacts.

Whenever two or more nouns are joined by *and*, the verb form will almost always be plural.

Example:

The Tulloch Dam and the Goodwin Diversion Dam are located downstream of the project area.

However, when nouns are joined by *with*, *as well as*, *in addition to*, *except*, *together with*, and *no less than*, the subject is still considered singular, meaning that the verb also remains singular.

Example:

The Tulloch Dam as well as the Goodwin Diversion Dam is located downstream of the project area.

Dangling Constructions

When a sentence begins with an opening phrase or clause that does not agree with the subject of the sentence, the construction “dangles.” To avoid this mistake, be sure that the subject of your sentence is the doer of the action in the opening phrase or clause. If this doesn’t work, you will have to use an entirely different construction.

Incorrect:

By installing traffic signals, the intersection would be much safer.

Correct:

By installing traffic signals, Caltrans would make the intersection much safer.

3.5 Punctuation

Punctuation plays an important role in clarity. This section outlines Caltrans’ preferred methods of punctuation in environmental documents, where more than one option is considered correct. For a complete guide to punctuation, see *Merriam-Webster’s Collegiate Dictionary*, Tenth Edition, pp. 1535–1540.

Apostrophe

- Use to indicate the possessive case (except for the word *its* [see “Its. It’s.” heading in Chapter 4]).
- Use to mark the omission of letters in contracted words (e.g., *it’s*, *wasn’t*, *doesn’t*, etc.).

Brackets

- Use to set off editorial matter within quoted material.
- Use as parentheses within parentheses.

Comma

- In a series of three or more terms, use a comma after each term (e.g., frogs, snails, and turtles)
- Enclose parenthetic expressions (unrestricted clauses) between commas. (Alternative 2, which crosses over the river, would affect spawning gravels.)
- Put a comma before a conjunction introducing an independent clause. (Alternative 3 crosses over the river, but it does not affect any spawning gravel sites.)

Period

- Do not use periods in acronyms or initialisms (e.g., USDA, not U.S.D.A.)
- Use a period after most abbreviations (e.g., Mrs., Mr., Dr., i.e., etc.)
- Do not use a period after abbreviated units of measure (e.g., ft, m, mi, ac, ha, etc.)

En dash

- Use the en dash (slightly longer than a regular dash) in tables and figures between indicators of range such as numbers and dates (e.g., 1990–2000). Words should be used in body text in place of the dash (e.g., from 1990 to 2000).). To insert an en dash, from the Word pull-down menu, select Insert, Symbol, and select the Special Character tab.

Parentheses

- If a parenthetic expression is an independent sentence, its first word should be capitalized and the period (or other punctuation) should be included *inside* the parenthesis. (This sentence is an example of how an independent parenthetic statement should look.)
- If a parenthetic expression occurs within a sentence (even if it could stand alone as an independent sentence) it is not capitalized and no period is placed inside the parenthesis; however, a question mark or an exclamation point may be used (just like the parenthetic statements in this sentence!).

Semicolon

- Use to link independent clauses not joined by a conjunction (*and, but, for, yet*).
- Use to link clauses joined by a conjunctive adverb (*consequently, furthermore, however*).
- Use to separate phrases that contain commas (Portland, Oregon; Springfield, Illinois; and Savannah, Georgia).
- The semicolon is placed outside of quotations and parentheses.

3.6 Revise and Rewrite

It is always a good idea to reread your writing and delete verbiage. Be ruthless. Just because you put a lot of time and effort into a sentence or a paragraph, doesn't mean that it is necessary to the document. Strunk and White say that "...it is no sign of weakness or defeat that your manuscript ends up in need of major surgery. This is a common occurrence in all writing, and among the best writers."

Therefore, be sure to schedule time into the project for revision and rewriting. Leave plenty of time for peer review and for editing. Remember that review by your peers for technical issues and consistency with Caltrans policy is not the same as review by a research writer or editor for clarity, grammar, syntax, layout and production issues. Contact the research writers or designated technical editors in your district about editing your documents. These individuals specialize in professional editing and writing services, including format and layout of environmental documents. This resource is useful at any point during the writing process.



Chapter 4 Commonly Misused Words and Expressions

This chapter addresses more than just the misuse of English grammar and words. It also addresses bad style. To communicate effectively, you want to make clear, definite statements. This means that you must have a clear and definite understanding of the words that you use and how you use them.

If you are unsure of the proper use of a word, or of correct grammar and punctuation, investigate. The list that follows (in alphabetical order) is not exhaustive. For more information, consult *Merriam-Webster's Collegiate Dictionary*, Tenth Edition. Any word definitions quoted in this chapter are taken from *Merriam-Webster's Collegiate Dictionary*, Tenth Edition.

About. Approximately. *About* is an estimate and less exact than *approximately*, which implies an attempt at calculation.

Accept. Except. *Accept* is a verb meaning “to receive.” (They accepted the offer of assistance.) *Except* means “other than” or “excluding.” (All roads, except Gunther Avenue, will be repaved.)

Affect. Effect. Impact. *Affect* is a verb meaning “to influence” or “to change.” (The weather may affect construction.) It is rarely used as a noun. *Effect* is used as a noun meaning “result” or “outcome.” (The effects of heavy rain would be runoff.) It can also be used as a verb meaning “to bring about, “to accomplish.” (The heavy rain effected substantial flooding and runoff.) As a noun, *impact* means “the force of impression of one thing on another: a significant or major effect.” It is a much stronger word than *effect*; use it accordingly. In most of your document writing, you will not use *impact* as a verb, which refers to pressing things together, such as impacted teeth. (Incorrect: The project impacted the subdivision.)

Aggravate. Irritate. To aggravate is “to make worse, more serious, or more severe.” To irritate is “to provoke” or “to annoy.”

Among. Between. *Among* implies more than two. *Between* implies only two.

Archaeology. Archeology. Archaeology is preferred.

Being. Do not use after *regard as*. (Incorrect: This location is regarded as being the best. Correct: This location is regarded as the best.)

And/or. This is a shortcut that is discouraged. The meaning can almost always be better put, with less ambiguity.

Build alternatives. No Build Alternative. Notice the capitalization of these two terms. *No Build Alternative* is the name of a specific alternative and a proper noun (capitalize); *build alternatives* is not specific and refers to a group of alternatives (do not capitalize). Capitalize when referring to a specific alternative, such as *Alternative 2*. *No Build Alternative* is synonymous with *No Action Alternative*. You may use either, but you must consistently use the same term in all project materials.

But. Do not use after *doubt* or *help*. (Incorrect: no doubt but that; could not help but see. Correct: no doubt that; could not help seeing.)

Can. Means “am (is, are) able.” Do not use in place of *may*.

City of... When referring to a city, do not use the construction *City of...* unless you are referring to the city government. Simply write the name of the city. (Incorrect: The City of Kingsburg is located in the Central Valley. Correct: Kingsburg is located in the Central Valley. Incorrect: Fresno is improving pedestrian and bike lanes throughout the city. Correct: The City of Fresno is improving pedestrian and bike lanes throughout the city.)

Contact. Avoid using as a transitive verb. There are other, less vague substitutes. Instead of *contacting* people, get in touch with them, look them up, phone them, find them, or meet them.

Data. Data is plural and is best used with a plural verb. (These data are...) However, when used as a mass noun (like *information*) this word is becoming more acceptable as singular.

Different than. *Than* is not the correct preposition. It should be *different from*.

Disinterested. Do not confuse this word with *uninterested*, which means “not interested in.” *Disinterested* means “impartial” or “unbiased.”

Environmental. This is not a noun. It is an adjective. When referring to the Caltrans Division of Environmental Analysis, do not write *Caltrans Environmental*.

Fact. Use this word only when referring to something “actual” or “verifiable.” This word should not be used in matters of judgement (e.g., the fact that the location is beautiful).

Facility. Avoid this word. There is almost always a more direct and specific word you can use. Jails, hospitals, offices, churches, gymnasiums, schools—just call them what they are. And almost never should you use the term *transportation facility*. Why not *road*, *highway*, *freeway*, *bypass*, *expressway*, *railroad*, *bike lane*? There are so many better and more specific words to choose from. The plural form, *facilities*, is useful when talking about several different types of facilities (e.g., There are some important community facilities in the project area: a hospital, a church, a school, and a public pool).

Farther. Further. *Farther* is best used when referring to distance. *Further* is best used when referring to time or quantity.

Finalize. Do not use this word. It is referred to in the dictionary as “U.S. government gobbledygook.” Again, there are many preferable word choices: *end*, *confirm*, *finish*, *settle*, *conclude*, *decide*, *complete*, *give final approval*.

Foreseeable future. This phrase is intended primarily to be used in conjunction with cumulative impacts (40 CFR 1508.7). Avoid using this phrase in other contexts. How much of the future is foreseeable and to whom? Be specific.

However. Do not use the word *however* at the beginning of a sentence when you actually mean “nevertheless.” *However* generally works best when not placed in the first position.

If...were. When writing a hypothetical sentence using *if*, it is more appropriate to use the verb *were* than it is to use the word *was*. It is not incorrect to use the construction, “if this alternative was to be chosen,...” But it is better form to write, “if this alternative were to be chosen,...”

Imply. Infer. These words are not interchangeable. To *imply* is “to suggest” or “to indicate” something without expressing it. To *infer* is “to deduce” or “to arrive at a conclusion by reasoning from evidence.”

In the last analysis. Do not use this phrase. Strunk and White call it “a bankrupt expression.”

Irregardless. Regardless. Do not use *irregardless*. It is an American dialectal term for *regardless*. Although it is becoming more accepted in speech, it is not appropriate for print. Use *regardless*.

Its. It's. *Its* is a possessive pronoun. (Example: Caltrans is a state government agency. Its mission is to improve mobility across California.) *It's* is the contraction of *it is*. (Example: It's too early to develop specific relinquishment details for each build alternative.)

-ize. Avoid “izing.” Unfortunately, this suffix is added to many words: *finalize*, *educationalize*, *containerize*, *prioritize*, *utilize*. Do not apply *ize* to a noun to create a verb. You will often find that a useful verb already exists. If you are suspicious of an *ize*, consult your dictionary or thesaurus for better options.

Less. Fewer. *Less* refers to value, degree, or amount. *Fewer* refers to countable items.

Like. Do not use for the conjunction *as*. (Incorrect: Biologists will complete protocol surveys, like U.S. Fish and Wildlife Service requires. Correct: Biologists will complete protocol surveys, as required by U.S. Fish and Wildlife Service.)

Mitigate. This is a term of art in Caltrans environmental documents, making it easy to forget the true meaning and usage of the word. *Mitigate* is a verb meaning “to cause to become less harsh or hostile,” and should normally not be attached to a preposition (i.e., mitigate for, mitigate against). Also make sure you refer *mitigation* to the correct noun. Do not mitigate for the kit fox; instead, mitigate effects on the kit fox.

Neither...nor. Use this construction only when connecting a subject of two or more singular words (e.g., Neither air quality nor water quality would be significantly impacted).

Nor. After a negative expression, the correct word is *or*. (Incorrect: Caltrans would not relocate any farm nor business without providing proper relocation services. Correct: Caltrans would not relocate any farm or business without providing proper relocation services.)

One of the most. There is nothing wrong with the grammar here. This is just an empty phrase. Try omitting it and see if it takes away from the meaning of your sentence—in most cases it will not.

Over. More than. *Over* implies position. Do not use *over* when you mean *more than*. (There are more than 35 elderberry bushes in the project area.)

Percent. Percentage. %. *Percent* means “per hundred.” *Percentage* means “proportion or share in relation to a whole.” The symbol, %, is only acceptable in tables or figures. Do not use the symbol in the document text.

Possess. This word sounds more impressive than *have* or *own*, which is exactly why it should be avoided.

Principal. Principle. When used as a noun, *principal* means “a person in authority.” As an adjective, it means “chief,” “main,” or “most important.” *Principle* is a noun only, and means “rule,” “code,” or “doctrine.”

Reconnaissance. This word is not necessarily misused or overused. It simply sounds like government talk and should be avoided.

Respective. Respectively. These words can usually be left out and the sentence restructured. In most cases, this will enhance clarity and readability.

Right-of-way (ROW). The term *right-of-way* should always be hyphenated and lowercase (unless at the beginning of a sentence or part of a title). The acronym, however, is not hyphenated.

Signalize. This bit of Caltrans jargon, which means “to install traffic signals,” can be done away with. Why not simply install traffic signals? This wording does not take away from the technical meaning of the term, and improves clarity and general understanding.

Sierra. Sierras. *Sierra* is already in the plural form. *The Sierras* is incorrect. It is only correct to add the plural when using the complete name, *Sierra Nevada Mountains*.

State Clearinghouse. *Clearinghouse* is one word, even though the abbreviation is SCH.

Than. Then. These two words are often confused. *Then* generally means “at that time” or “next in order of time or position.” *Than* is a term used for comparison. Be careful not to leave out any necessary words when using *than* in a sentence; it can cause ambiguity. (Incorrect: Alternative 1 would affect air quality more than

Alternative 2 (grammatically, this means that Alternative 1 would affect air quality more than Alternative 1 would affect Alternative 2). Correct: Alternative 1 would affect air quality more than Alternative 2 would.

That. Which. Use *that* for restrictive clauses (those that cannot be removed without distorting the meaning of a sentence). Use *which* for nonrestrictive clauses (those that can be put in parentheses or removed). *Which* is normally set off by commas.

Transpire. This word is often incorrectly used to mean “happen” or “come to pass.” The correct meaning is “to be revealed” or “to become known.”

Who. That/Which. Use *who* to refer to human beings and animals with a name. *That* and *which* are used to refer to inanimate objects or animals without a name.

Windshield Surveys. This term should either be avoided or defined when it is used. To the average reader this would imply a survey of windshields, when it actually means a survey conducted by driving by a site and visually inspecting it from the automobile.

-wise. This suffix can be added to almost any noun, but it almost never should be. It means “in the manner of.”

Would. Will. Shall. Use *would* in all cases where no definite course of action has been decided. Use *will* only when a definite course is known, or with the qualifier *if*. (Incorrect: Caltrans will build a soundwall adjacent to the residential area. Correct: Caltrans would build a soundwall adjacent to the residential area. Also correct: Caltrans will build a soundwall adjacent to the residential area, if this alternative is chosen.) Avoid the use of *shall*.

Verbal. Oral. *Verbal* applies to either written or spoken words. *Oral* applies only to spoken words.

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